

CHAPTER1- Section 3: Weekly Time Card

Weekly Time Card: list of time in & out (& breaks)  
for one week of work

TOTAL HOURS = sum of daily hours  
↑  
add up

Example: Using the time card below, fill in the total hours worked each day, and the total hours.

	In	Out	In	Out	TOTAL
Monday	8:15 AM	12:15 PM	1:00 PM	5:00 PM	8:00
Tuesday	8:30 AM	12:00 PM	12:35 PM	5:20 PM	8:15
Wednesday	8:28 AM	12:05 PM	12:30 PM	4:30 PM	7:37
Thursday	8:15 AM	1:45 PM	2:15 PM	4:59 PM	8:14
Friday	8:30 AM	12:20 PM	12:50 PM	5:00 PM	8:00

$$\begin{array}{r} 8:02 \\ - :25 \\ \hline 7:37 \end{array}$$

$$\begin{array}{r} 8:44 \\ - 0:30 \\ \hline \del{8:14} \\ 8:14 \end{array}$$

$$\begin{array}{r} 8:02 \\ - :25 \\ \hline \end{array}$$

$$\begin{array}{r} 39:66 \\ - 60 \\ \hline 40:06 \end{array}$$

Try these ones:

1)

	In	Out	In	Out	TOTAL
Monday	8:15 AM	12:00 PM	12:30 PM	4:30 PM	7:45
Tuesday	8:30 AM	12:30 PM	1:10 PM	5:10 PM	8:00
Wednesday	8:35 AM	12:50 PM	1:30 PM	5:00 PM	7:45
Thursday	8:15 AM	12:10 PM	12:45 PM	4:25 PM	7:35
Friday	8:25 AM	1:15 PM	1:50 PM	5:30 PM	8:30

$$\begin{array}{r} 37:155 \\ - 60 \\ \hline 38:95 \\ - 60 \\ \hline 39:35 \end{array}$$

2)

	In	Out	In	Out	TOTAL
Monday	7:00 AM	11:00 AM	12:00 PM	4:04 PM	8:04
Tuesday	7:05 AM	11:10 AM	11:55 AM	3:59 PM	8:09
Wednesday	7:01 AM	10:59 AM	12:05 PM	3:57 PM	7:50
Thursday	6:59 AM	10:55 AM	12:01 PM	4:03 PM	7:58
Friday	6:55 AM	12:01 PM	12:02 PM	3:49 PM	8:53

$$\begin{array}{r}
 38:174 \\
 -60 \\
 \hline
 39:114 \\
 -60 \\
 \hline
 (40:54)
 \end{array}$$

3)

	In	Out	In	Out	TOTAL
Sunday	1:00 PM	6:15 PM			5:15
Monday	1:00 PM	5:00 PM	6:00 PM	9:10 PM	7:10
Tuesday	10:01 AM	3:04 PM	4:00 PM	8:15 PM	9:18
Wednesday					0
Thursday	11:05 AM	4:40 PM	5:10 PM	9:25 PM	9:50
Friday	1:30 PM	5:25 PM	6:15 PM	10:08 PM	7:48
Saturday	9:50 AM	2:05 PM	3:00 PM	6:25 PM	7:40

M-F: 32:126  
 34:06

Sat & Sun  
 12:55

47:01

Now try these:

- 4) Go back to the example timecard. This timecard was for George Griffin. He makes \$9.50 per hour. How much does he make during this week?

40:06

9.50

40 <sup>6</sup>/<sub>60</sub>

$$40.10 \times 9.50 = \$380.95$$

- 5) Go back to the timecard in #1. This timecard was for Jane Johnson. She makes \$10.75 per hour. How much does she make during this week?

$$39:35 \times 10.75$$

$$39 \frac{35}{60}$$

$$39.583 \times 10.75 = \$425.52$$

- 6) Go back to the timecard in #2. This timecard was for Larry Lowel. He makes \$12.25 per hour for a regular 40-hour work week and time and a half for anything over 40 hours. How much does he make during this week?

40:54

$$40 \times 12.25 = \$490$$

$$\frac{54}{60} \times 12.25 \times 1.5 = 16.54$$

$$\$506.54$$



- 7) Go back to the timecard in #3. This timecard was for Karen Michele. She makes \$9.75 per hour for regular work (during the Monday thru Friday week) and double time for any weekend hours. How much does she make during this week?

Mon-Fri

$$34:06 \times 9.75 =$$

$$34 \frac{6}{60}$$

$$34.10 \times 9.75 = \$332.48$$

Sat + Sun

$$12:55$$

$$12 \frac{55}{60}$$

$$12.917 \times 9.75 \times 2 = \$251.88$$

$$584.36$$

#3

Reg 35 hr. week — \$10.50/hr.

OT — double time

47:01

$$\text{Reg: } 35 \times 10.50 = \$367.50$$

$$\text{OT: } 12.017 \times 10.50 \times 2 = \$252.36$$

$$\underline{\$619.86}$$

Piecework: receiving a specific amt.  
of \$ for each item of  
work completed.

Ex: maid, landscaping, snow  
removal  
construction

TOTAL PAY =

rate per item  $\times$  # items

$$\text{Ex: } \$10 \times 35 = \$350$$

$$\text{Ex: } \$10 \times 20 = 200$$

$$\$15 \times 15 = 225$$

$$\underline{\underline{\$425}}$$

$$0.142 \times 6 \times 124 =$$

$$0.50 \times 151 = \underline{\hspace{2cm}}$$